

(3) Delivery of Miscellaneous Furniture

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Cargo 8653 consisting of miscellaneous furniture was loaded on the same Agency [REDACTED] truck referred to in paragraph b (2) above, and delivered to [REDACTED] on 19 January 1954.

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2. STUDIES AND PROJECTS IN PROGRESS

a. Regulations (continued item)

(1) Proposed Agency Headquarters [REDACTED], Shipment and Storage of Household Goods and Personal Effects (Excluding Privately Owned Motor Vehicles), is scheduled to be sent to the Logistics Office Regulations Development Committee on 28 January.

(2) Progress continues on other regulations for which the Transportation Division is responsible for writing.

3. OTHER ITEMS OF INTEREST

a. Personal Property Shipments (new item - completed)

(1) Number of Incoming personal property shipments: 19
(2) Number of incoming privately owned automobiles: 3
(3) Number of outgoing personal property shipments: 5
(4) Number of outgoing privately owned automobiles: 4

b. Truck Operations and Other Highway Activities (new item - completed)

(1) Number of trips:

(a) Local - - - 47
(b) Out-of-town - 2

(There were two truck trips [REDACTED], hauling a total of 23,688 pounds.) 12 tons

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(2) Total truck mileage: 5,759 miles.

(3) There were no Agency vehicles processed for overseas shipment.

c. Cargo Shipments (new item - completed)

Mode	No. of Shipments	Weight
Via Air	24	5,235 lbs. 1.6 tons
Via Surface	59	28,659 lbs. 14 tons
Total	83	33,894 lbs.

d. Administration (new item — completed)

- (1) Incoming correspondence: 951
- (2) Outgoing correspondence: 193
- (3) Incoming cables: 76
- (4) Outgoing cables: 99

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[REDACTED]

f. Strike of Longshoremen (continued item - completed)

The labor situation in connection with the operation of longshoremen in the New York Port Authority and other North Atlantic Ports has developed into a family fight. A serious strike is not expected under present conditions. Therefore, this item will not be reported again unless there is a major change in developments.

[REDACTED]

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h. Photostat Instant Copier Delivered [REDACTED] (new item - completed)

The office of Foreign Intelligence, RQM/OIS Division, requested the delivery of four cases weighing 529 pounds, 27 cubic feet, consisting of a Photostat Instant Copier, fifty boxes of Matrix paper, and ten Activators to [REDACTED]. The cargo located at the [REDACTED]

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[REDACTED]

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i. Re-routing of Buses (new item - completed)

It became necessary on 22 January, because of the heavy snow, to reroute the North Building bus along "E" Street and 25th Street to the regular stop at "Q" Building. The buses, even though equipped with chains, could not go up the hill to North Building from "E" Street. The regular route was resumed as of 0830 hours, 25 January. The Transportation Division immediately alerted the guard force to notify passengers who normally use the buses to the affected buildings.

j. Proposed Move of the Transportation Division (continued item)

The Transportation Division was informed on 12 January by the General Services Office that the space in "I" Building now occupied by the Transportation Division must be vacated in the near future. GSO further stated that the Transportation Division would move into Alcott Hall as soon as sufficient space is made available.

25X1A9a On Tuesday, 26 January, representatives of the Transportation Division, accompanied by Mr. [REDACTED] Space, Maintenance and Facilities Division, GSO, inspected the areas tentatively selected for assignment to that portion of the Transportation Division now quartered in "I" Building.

The spaces selected were carefully studied and found to be most inadequate for the requirements of the Division, primarily for the following reasons:

(1) The space is too small, containing only 2,955 square feet of useable space, as compared to a minimum of 3,620 square feet required - a deficiency of 665 square feet.

(2) The selected spaces are scattered into four separate areas of Alcott Hall, two on the first floor and two on the second. This fact alone would tend to reduce efficiency and control of the operations of the Division far below the barest minimum standards.

25X1A9a Mr. [REDACTED] agreed to look into the matter further and determine whether more suitable space could be located to fulfill the needs of the Transportation Division.

k. Report on Status of Vehicles to GSA (completed item)

Bureau of Budget Bulletin 54-1 required all Government agencies to furnish certain information pertaining to reduction in vehicles to the Bureau of Budget. The Bureau of Budget then assigned GSA certain functions to follow up on Agencies in carrying out a plan of reductions on the number of vehicles in Government service. On 26 January, representatives of this Agency called on a representative of GSA and discussed the security implications involved on submitting a written report from

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this Agency. The representative of GSA is well aware of the problems of this Agency pertaining to security as well as those of other agencies and he emphasized that vehicles for certain agencies are never identified on written reports, which are made public. The GSA representative agreed to a general type of report to be furnished which will state in effect, that the plan of reduction as furnished to the Bureau of Budget will be accomplished.

1. Pontiac Vehicle Assigned to the Motor Pool for Use when needed by DD/P (new item - completed)

The 1951 Pontiac formerly assigned to the DD/P, prior to 4 January 1954, is now equipped with a radio and this vehicle was assigned to chauffeur [REDACTED] on 26 January at 1115 instead of the substitute vehicle.

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4. SPECIAL PROBLEMS

a. Waiting Room for Chauffeurs and Assigned Parking Spaces for Vehicles (continued item)

No permanent parking spaces have yet been found for the three official vehicles assigned to Quarters Eye, or for the four vehicles assigned to "I" Building; however, these vehicles have been authorized to park in the spaces reserved for visitors in this area. A continuing search for office space for chauffeurs in "I" Building is being conducted.

5. MAJOR OBJECTIVES

a. Preparation of necessary regulations for the control of transportation of things and travel.

PERCENTAGE COMPLETED: 70%

b. Determination of feasibility of using commercial carriers to a greater extent for the shipment of general cargo from the [REDACTED] to East Coast destinations.

PERCENTAGE COMPLETED: 15%

c. Determination of the responsibilities of the Transportation Division in connection with claims for loss or damage to personal property while in transit.

PERCENTAGE COMPLETED: 10%

d. A study to determine the reports and records required in the Transportation Division to properly discharge staff responsibilities of the Transportation Division in connection with the operation, management and maintenance of administrative vehicles.

PERCENTAGE COMPLETED: 15%

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e. Development of procedure for furnishing improved motor vehicular support at Agency Headquarters.

PERCENTAGE COMPLETED: 15%

f. A study of letters of request to the Departments of Defense and commercial concerns involving transportation arrangements which are prepared in and submitted by other divisions of the Logistics Office.

PERCENTAGE COMPLETED: 20%

g. Review Transportation Division Organization and Functions and submission of changes considered appropriate.

PERCENTAGE COMPLETED: 30%

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h. Development of proposed procedures to cover the flow of documents in connection with the Letter Order purchases and shipments through [redacted] channels.

PERCENTAGE COMPLETED: 20%

[redacted] 25X1A9a

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